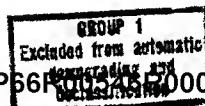


DDR-063-63  
11 January 1963

**MEMORANDUM FOR:** Director of Logistics  
**SUBJECT:** Reproduction Equipment

1. Attached are requisitions for reproduction equipment needed by the Deputy Director (Research).
2. The Office of the DD/R, newly chartered under the Agency command structure, absorbed both responsibilities and personnel formerly assigned to other Agency components. Reproduction equipment integral to the accomplishment of the DD/R mission, however, was not transferred. Requirements set forth in the attachment are designed in part to fill this gap.
3. The Photo-Copier listed on 6054-48 will be used to reproduce special intelligence reports for distribution to other Agency components and to reproduce technical data contained in technical manuals, books, scientific journals, etc. Use of the normal thermefax process for reproducing the latter type data has proved quite unsatisfactory and the Photo-Copier machine is desired to improve the quality of our work.
4. The thermefax machines listed on requisition 6054-47 will be used for the reproduction of:
  - a. Single source external research documents received from commercial contractors, other Government agencies, etc., for distribution to other components.
  - b. Design characteristics of instrumentation deployed to electronic collection activities.
  - c. Special intelligence data requiring circulation to various other components of the Agency.

**SECRET**



**SECRET**

**SUBJECT:     Reproduction Equipment**

5. Personnel of the DD/R handle a variety of documents which are classified and controlled within several security systems. Insofar as possible, reproduction equipment will be located in control centers dealing with matters falling within a particular security system. This action will ensure against inadvertent disclosure of sensitive defense and intelligence information.

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**Executive Assistant  
Deputy Director (Research)**

**Attachment: requisitions**

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O/DDR/LO/  
Distribution

- ~~1~~ - Addressee
- 1 - LO/DDR
- 1 - O/DDR Subj
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**SECRET**



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